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COMMONWEALTH of VIRGINIA

DEPARTMENT OF
HOUSING AND COMMUNITY DEVELOPMENT

William C. Shelton
Director

MEMORANDUM

DATE: July 13, 2010

TO: All Interested Parties

FROM: State Building Code Administrative Office

SUBJECT: Instructions for completing Manufacturers Application

Pursuant to §36-85.18 of the Code of Virginia, the Manufactured Housing Board has implemented regulations to provide for the mandatory licensing and regulation of manufactured home manufacturers, dealers, brokers and salesperson. Below, you will find detailed instructions on how to properly complete the necessary application to become a licensed manufacturer. Should you have any questions or comments, you may contact Debra Winston-Bowles, State Building Code Administrative Office at (804) 371-7160.

QUESTION 1

The type of application will be either an initial or a renewal license for which you would have received a renewal notice. In the case of a renewal, a completed application form must be submitted along with your renewal notice.

QUESTIONS 2,3,4 and 5

Information on the business should be for the manufacturing plant that is actually becoming licensed. Each manufacturer is required to have a separate license for each plant that it operates. All information should pertain to that particular manufacturing plant or location.

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QUESTION 6

Name and title of individual designated “In Charge” would be the one person who is responsible for the daily operation of the manufacturing plant and its employees.

QUESTION 7

List the name of the individual applying for the license. This individual will be contacted if we have any questions or concerns.

QUESTION 8

Email Address of individual applying.

QUESTION 9

Your Federal Identification Number is a nine-digit number assigned to you by the federal government for taxation purposes.

QUESTIONS 10 and 11

List the state in which you applied for and obtained incorporation. Business hours should reflect the hours you have posted at the site. Models being manufactured should include a complete list of any type of unit you produce in that manufacturing plant.

QUESTION 12

All owners, officers, partners, etc. should be listed by their full names, titles and complete mailing address, including street and or post office box. This information will be retained in your file and should be updated as necessary.

QUESTION 13

List any licenses and the license numbers (s) you have held in Virginia in the last five years.

QUESTION 14

Please list any other manufacturing plants or locations owned by the same company or corporation and currently licensed or to be licensed by the Manufactured Housing Board.

QUESTION 15

Please list the name and license numbers for each and every dealer you are currently doing business with. This will include any dealer you have a contract with, have shipped a home to or have plans to ship a home to. You should attach a separate sheet if necessary.

Finally, you need to complete the questions concerning convictions and sign the “Statement of Compliance”.

Return your completed application, a copy of your sales agreements with the Virginia dealers, a copy of your homeowner/installation manual and a check or money order made payable to the “Treasurer of Virginia.” Your check or money order must include your License fee and your Transaction Recovery Fund assessment. The initial license fee is \$600.00 per separate manufacturing facility. The Transaction Recovery Fund assessment is \$4,000.00 for each separate manufacturing facility, payable in one installment or \$4,400.00 payable at \$2,200.00 per year with the second payment due one year after initial licensure. The Annual license renewal is \$500.00 per separate manufacturing facility.

EFFECTIVE JANUARY 1, 1996, ALL “SALES REPRESENTATIVES” ARE REQUIRED TO BE LICENSED AS A SALESPERSON. PLEASE ENSURE THAT YOUR SALES REPRESENTATIVES ARE LICENSED.

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